

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

August 13, 2008

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TITLE:	Legal Secretary
POSITION NO:	74032
LOCATION:	Director's Office, Helena
STATUS:	Full-Time/Permanent
UNION:	Non
PAY GRADE:	Pay Plan 20, Pay Band 3
STARTING SALARY:	\$20,572 - \$25,715 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, September 5, 2008.** Applications may be reviewed and interviews may be scheduled prior to this date, as early as Wednesday, August 27, 2008, and the position may remain open until filled. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: A typing test must be submitted at time of application which has been obtained from the local Job Service office. Must be able to type 45 (net) wpm.

CRIMINAL RECORDS BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TYPICAL DUTIES: This position is responsible for providing a variety of legal and administrative support services to 14 department attorneys within the Office of Legal Affairs. Specific duties include but are not limited to tracking case materials, deadlines, and important dates; preparing legal documents; providing support to trial preparation activities; tracking commitment dates of residents at various facilities; formatting, processing, tracking new or modified administrative rules for the agency; and providing a variety of general administrative support services to the office. This position

reports directly to the deputy chief counsel and does not supervise any staff.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of law office or similar professional office practices; correct grammar, spelling, punctuation, and proofreading methods and symbols; litigation processes; legal and business terminology; file indexing and filing systems; legal document formatting, and legal and business letter formatting; and basic administrative rules notice and adoption formatting.

Skills: Skill in the operation of all common office equipment; the use of a personal computer and computer software including Microsoft Word, WordPerfect, Excel, and Outlook; and excellent oral and written communication.

Abilities: Ability to communicate effectively orally and in writing; organize and maintain legal case files; and work efficiently while multi-tasking in a fast-paced office environment.

EDUCATION/EXPERIENCE REQUIRED: Two years job-related college, military, or vocational training (or Associate's degree) **AND** three years of relevant work experience such as a human resource technician, legal or non-legal secretary/administrative assistant, or performing technical writing or contract management. Relevant experience as just mentioned may substitute for the formal education requirement on a year-for-year basis. Other equivalent combinations of education and experience will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*).
If applicant has difficulty obtaining transcripts you will

be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and

4. Typing test (45 wpm net) obtained from Job Service is required at time of application.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, and life insurance. Other benefits include vision insurance, a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.